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**SANDIA NATIONAL LABORATORIES  
QUALITY ASSURANCE PROGRAM  
for the  
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT**

**QAP 4-1  
PROCUREMENT**

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**TABLE OF CONTENTS**

	<u>Page</u>
1.0 PURPOSE AND SCOPE .....	4
2.0 IMPLEMENTATION ACTIONS .....	4
2.1 PROCUREMENT PLANNING .....	4
2.1.1 INITIATING A PROCUREMENT ACTION.....	4
2.1.2 QUALITY REQUIREMENTS DOCUMENTATION .....	4
2.1.3 SUPPLIER SELECTION.....	5
2.1.4 PROCUREMENT DOCUMENT PREPARATION .....	5
2.1.5 PROCUREMENT DOCUMENT REVIEWS .....	6
2.1.6 PROCUREMENT SPECIALIST PROCESSING .....	6
2.2 PROPOSAL/BID EVALUATION .....	6
2.3 EXISTING CONTRACT CHANGE REQUESTS .....	6
2.4 ACCEPTANCE OF EQUIPMENT/ITEMS AND SERVICES .....	6
2.5 EQUIPMENT OR ITEM RECEIVED MEETS REQUIREMENTS .....	7
2.6 EQUIPMENT OR ITEM RECEIVED DOES NOT MEET REQUIREMENTS.....	7
3.0 RECORDS.....	7
4.0 APPENDICES.....	7
APPENDIX A.....	8
APPENDIX B.....	9

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## 1.0 Purpose and Scope

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This procedure specifies the process used to procure materials and/or services for Sandia National Laboratories (SNL) Office of Science and Technology and International (OSTI) Program activities. This procedure defines the steps needed to complete a procurement, and ensures procurements are planned and controlled.

This procedure is applicable to all SNL OSTI staff members and SNL contractors who procure materials, products, and/or services for the OSTI Program associated with Q level activities. The SNL Oracle based procurement shall be used when applicable.

This procedure does not:

- apply to the process of obtaining government-furnished or SNL-owned new or surplus materials;
- apply to SNL Corporate Contracts such as Staff Augmentation contracts;
- replace or supersede any Sandia National Laboratories business rules, Corporate Process Requirements, or purchasing instructions related to procurements.

Acronyms and definitions for terms may be found in the OSTI Glossary.

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## 2.0 Implementation Actions

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### 2.1 Procurement Planning

#### 2.1.1 Initiating a Procurement Action

Complete Sections 1 through 4 of Form QAP 4-1-1 QA Review and Item Acceptance. This determines and documents the quality level of the item(s) or service(s) to be purchased. The Quality Level (Q or non-Q) assigned to the items or services to be purchased will determine the procurement process followed. Contact a Procurement Specialist for information on procurements.

- Items or services determined to be Q or non-Q may be purchased using a Purchase Requisition (PR), or by following the SNL Just-in-Time (JIT) process, or by using a Procurement Card, or Credit Card. These procurements shall be made following the process defined in Section 2.1.2 through Section 4 of this procedure.
- Items or services identified as non-Q shall be purchased using Sandia National Laboratories corporate procurement policies. These procurements may be made using a PR, the SNL Just-in-Time system, a Procurement Card, or a Credit Card.  
The procurement process defined in Section 2.1.2 through Section 4 of this procedure does not need to be followed.
- For an “administrative change” (see the OSTI Glossary) to an existing contract, e.g., a change to the Funds Available or the Period of Performance of the contract, a Purchase Requisition or Oracle PR Worksheet should be completed and provided to a Procurement Specialist directly. The procurement process defined in the remainder of Section 2 of this procedure does not need to be followed.

#### 2.1.2 Quality Requirements Documentation

Prior to procuring any Q level item or service for the OSTI project, it is important for the SDR or delegate to specify any quality requirements necessary for the purchased item or service to meet OSTI quality assurance standards e.g., calibration or performance standards, specifications, etc.

These quality requirements are recorded on the Form QAP 4-1-1 in Section 3, Quality Requirements, or attached to the Form QAP 4-1-1 and referenced in the Quality Requirements block.

### **2.1.3 Supplier Selection**

Selection of suppliers to whom a contract, Purchase Order (PO), or Request for Quotation is sent is the responsibility of the Sandia Contracting Representative (SCR) in the SNL Purchasing Department, so is not within the scope of this procedure. However, the SDR/Requester may recommend suppliers to the SCR. To identify preferred suppliers, the SDR/Requester shall conduct an evaluation of the potential suppliers' capability to provide products or services in accordance with the technical and QA specifications of the procurement document.

### **2.1.4 Procurement Document Preparation**

#### **Procurement Request Documentation:**

The Requester/SDR shall prepare a Purchase Requisition or Oracle PR Worksheet includes the following Statement of Work (SOW) requirements (as applicable):

- Technical/performance requirements for the materials or services. Requirements from Test Plans, Design Plans, or Analysis Plans should be cited. Drawings and specifications for manufactured or fabricated materials may be included.
- Contract deliverables/milestones, including the criteria for their acceptance.
- A contract Period of Performance (POP).
- A QA section that specifies QA requirements applicable to contract activities/products/services.
- A requirement (where appropriate) for the supplier to incorporate equivalent QA requirements into any sub-tier, supplier-issued procurement documents.
- Provisions for right of access to supplier facilities and records for inspection or audit by SNL, DOE, or other SNL-authorized designees.
- Specification of any "hold points" beyond which work cannot proceed without SNL authorization.
- The proposal and bid evaluation criteria for procurements that are to be competitively bid (See Appendix B).
- Calibration requests shall have form QAP 4-1-1 completed and the inspection process completed and documented prior to use.

#### **QA Requirements Section:**

In the QA section of the PR or PR Worksheet, one of the three approaches identified below shall be specified:

- The Contractor shall work directly under the current implementing procedures of the SNL OCRWM QA program or use a supplier on the OCRWM Qualified Supplier List (QSL). If Qualification is required by a program audit this shall be done by OCRWM at SNL's request.

The set of documents associated with a procurement request, e.g., the PR, PR Worksheet and attachments, JIT, Procurement Card, and Credit Card are subsequently referred to as the procurement document package.)

#### **Bid Evaluation Criteria and Plan:**

For procurements that are to be competitively bid, the Requester must include in the procurement documentation the criteria that bidders must address in their proposals. The Requester must also prepare a Bid Evaluation Plan (See Appendix B) as part of the procurement document package.

### **2.1.5 Procurement Document Reviews**

The Requester/SDR shall submit the procurement document package for technical and QA reviews. These reviews shall be documented on a Form QAP 4-1-1. See Appendix A.

#### **QA Review:**

An independent SNL OSTI QA staff member shall perform the QA review. The QA review shall verify that the SOW specifies appropriate QA requirements, and that the requirements of this procedure are met. Completion of the QA review is documented on the Form QAP 4-1-1. The Requester/SDR shall resolve comments, and incorporate results in the procurement documents.

Upon obtaining the QA review, the Requester/SDR will deliver the procurement document package to a Procurement Specialist for further processing.

### **2.1.6 Procurement Specialist Processing**

The Procurement Specialist shall check the procurement document package for completeness, verifying that at a minimum the following are present:

- The Purchase Requisition/Change Requisition,
- The SOW, if the procurement calls for one,
- A completed Form QAP 4-1-1.

Once the procurement documents are verified as being complete, the Procurement Specialist inputs the PR into the Oracle System,

## **2.2 Proposal/Bid Evaluation**

For competitively-bid procurements, potential suppliers shall submit proposals (or “bids”) in response to the Request for Quotation issued by the Corporate SNL Purchasing Department. The Requester/SDR shall conduct a bid evaluation, in accordance with the bid evaluation plan, and report the results to the SCR. See Appendix B for requirements applicable to bid evaluation.

## **2.3 Existing Contract Change Requests**

The Requester/SDR shall prepare and process changes to procurement documents as specified in Sections 2.1.4 through 2.1.6 above, including the QA review. However, administrative changes (see the OSTI Glossary) do not require QA review and, consequently, do not require the signatures of those reviewers.

## **2.4 Acceptance of Equipment/Items and Services (Receipt Inspections)**

Upon receipt of procured equipment or items which have been classified Q. The equipment/item shall be inspected prior to use to verify that it is in serviceable condition, and that all quality requirements have been met. The Receipt Inspection shall be conducted and documented using form QAP 4-1-1, QA Review and Item Acceptance for that equipment/item.

## 2.5 Equipment or Item Received Meets Requirements

If the receipt inspection verifies that the equipment or item meets the requirements specified in the Purchase Order, JIT, Procurement Card, or Credit Card, on form QAP 4-1-1.

## 2.6 Equipment or Item Received **DOES NOT** Meet Requirements

If the receipt inspection reveals that the equipment or item does not meet the requirements specified, the person who performed the receipt inspection shall describe the deficiency in detail on form QAP 4-1-1 and on a nonconformance report form in accordance with QAP 16-1, Corrective Action.

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## 3.0 Records

The following QA records, generated through implementation of this procedure, shall be submitted to OCRWM with a copy to the SNL Records Center in accordance with QAP 17-1 (Records):

### QA Record

- Procurement documents – PR/CR or PR Worksheet and attachments. Including QAP 4-1-1.
- Copies of RFQs and contracts and copies of change amendments (except those for administrative changes).
- Copies of disapproved Invoice Actions (for unsatisfactory service).

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## 4.0 Appendices

Appendix A	QA Review and Item Acceptance, Form QAP 4-1-1
Appendix B:	Bid Evaluation Planning, Proposal Criteria, and Conduct of Bid Evaluation



## Appendix A

	<h1 style="margin: 0;">OSTI QA Review and Item Acceptance</h1>	<b>Form Number:</b> <b>QAP 4-1-1</b>  <b>Page 1 of 1</b>
<b>1. Item/Service:</b> _____ <div style="text-align: center; margin-top: 5px;">(Describe or reference attachments to this form)</div>		
Originator: _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(printed name)</span> <span>(signature)</span> <span>(date)</span> </div>		
Method of Purchase: _____		
Supplier Name and Address: _____		
<b>2. Level Documentation:</b> Is the item or service quality affecting? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>3. Quality Requirements:</b> (Document any <b>unique</b> quality requirements/specifications needed for the item/service and needs intended use. Unique requirements must be entered in the block below or attached to this form and clearly referenced in this block.)		
<ul style="list-style-type: none"> <li>This item may be procured as a Commercial Grade "off-the-shelf" product. <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>The item/service, as ordered, incorporates all quality requirements needed. <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>		
Unique quality requirements or as an example, the requirements from the suppliers QA program: _____		
<b>4. Procurement Review:</b> Technical and QA reviews are required for all procurements – PR, JIT, Procurement Card, Credit Card)		
QA Review: _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(printed name)</span> <span>(signature)</span> <span>(date)</span> </div>		
<b>5. Receipt Inspection:</b> The purpose of this receipt inspection is to verify that all quality requirements/acceptance criteria specified for this item/service were met in the item or deliverable received.		
<b>Acceptance criteria</b> –The quality requirements listed constitute the acceptance criteria for this item/service. If there are any acceptance criteria different than these quality requirements, list them below.		
Purchase Order (PO) number and rev. _____ JIT Requisition number, or other ID: _____ Procurement Date: _____		
1. Were the quality requirements specified for this item/service met? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(Go to signature block)</span> <span>(Complete step 2 below)</span> </div>		
2. Describe the deficiency in detail: _____		
Individual who performed the Receipt Inspection: _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(printed name)</span> <span>(signature)</span> <span>(date)</span> </div>		
<b>Forward Original to Document Control Staff</b>		



## **Appendix B**

### **Bid Evaluation Planning, Proposal Criteria, and Conduct of Bid Evaluation**

#### **General**

Competitively-bid procurements, for which proposals will be solicited from a number of potential suppliers, require additional aspects, beyond the basic Statement of Work, to appear in the procurement documents that lead to the Request for Quotations. To create those additional aspects, the Requester/SDR should accomplish the following:

- Develop a plan and criteria for evaluation of the proposals.
- Develop instructions to potential bidders defining what their proposals must address concerning their capability to perform the work to be contracted.

Many Requesters find it most efficient to develop the plan and criteria for the bid evaluation first, and then to develop the instructions and criteria that the bidders must follow and address.

#### **Bid Evaluation Planning and Criteria**

The Requester/SDR shall plan the bid evaluation effort. The plan shall indicate who will perform the evaluation; QA staff shall be included among the evaluators. The plan may call for other individuals representing technical, administrative, or subject matter areas, each of whom must be qualified in their respective areas of expertise. The Requester/SDR shall designate the specific bid evaluation team members.

The bid evaluation plan may include a grading or scoring scheme based on the bid evaluation criteria. The Requester/SDR should coordinate the bid evaluation team's application of the scoring scheme to the proposals.

The Requester/SDR shall establish criteria for evaluation of the submitted proposals against the proposal criteria specified in the RFQ (see below). Those bid evaluation criteria shall include the ability of the supplier to fulfill QA Program requirements and shall also include one or more of the below-listed criteria:

- Technical considerations, e.g., minimum or distinguishing technical capability of the supplier in terms of equipment, facility, skills, or proprietary capability,
- Supplier's personnel skills,
- Supplier's production capability,
- Supplier's established past performance, and
- Consideration of alternative criteria or exceptions to criteria proposed by a supplier.

The bid evaluation plan may include evaluation of the potential suppliers' capabilities based on an on-site visit. This evaluation should assess the suppliers' personnel, facilities, equipment, on-going activities, and QA implementation.

## Proposal Criteria

The Requester/SDR shall develop instructions and criteria for bidders' proposals, and RFQs. The instructions and criteria shall clearly state what information must be included in responses/proposals, based upon the potential supplier's capabilities related to anticipated work activities. These instructions and criteria should allow for effective bid evaluation, and award determination.

## Bid Award Open Items

If deficiencies exist concerning the capability of the supplier selected for bid award, the Requester/SDR, working through the Buyer/SCR, shall resolve those issues, or obtain commitments from the supplier to resolve, those deficiencies **prior to contract award**.

Even though the bid evaluation process shall include an evaluation of the supplier's QA program, the supplier's QA Program must be formally reviewed and accepted by SNL OSTI QA **prior to the supplier beginning technical work** under the contract. A hold point may be established to ensure this is accomplished.